IDHS State Community Emergency Response Team
Instructor Course Application

May 2012

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PURPOSE

This document serves as the student qualification guidelines for the IDHS State CERT Instructor course. Students seeking to attend the IDHS State CERT Instructor course must meet the qualifications set forth in this document.

OBJECTIVES

This document will:

1) List and define qualifications of the IDHS State CERT Instructor course applicants;

2) Define the IDHS State CERT Instructor course enrollment process; and

3) Clarify IDHS course registration process for those who attend the IDHS State CERT Instructor course and wish to conduct local CERT TtT courses in Indiana.

BACKGROUND

IDHS State CERT Instructors conduct local CERT TtT classes to train CERT instructors within their respective districts. Local CERT TtT courses require instructors with backgrounds and experience in fire service, emergency medical service, emergency management, law enforcement, and/or disaster mental health. Instructors must meet minimum qualifications in the area(s) they may teach. The IDHS State CERT Instructor training should be completed by personnel who desire to be IDHS qualified to instruct local CERT TtT classes within their respective districts. Personnel qualification relies on a combination of training and experience.

QUALIFICATIONS & TRAINING

The IDHS State CERT Instructor course is limited to 30 students. Each IDHS district will initially be limited to 3 slots. In order to select the most qualified students, all applicants must meet all requirements as set forth in sections 1-4 below of this document. *Incomplete applications or those with incorrect information will not be considered*.

1) TRAINING: Each applicant to the IDHS State CERT Instructor course must have completed all of the following courses and submit a copy of the course certificate with their application packet:

   a) IS-100 (http://training.fema.gov/EMIWeb/IS/IS100b.asp);

   b) IS-200 (http://training.fema.gov/EMIWeb/IS/IS200b.asp);

   c) IS-317 (http://citizencorps.gov/cert/training_mat.shtm#IS317);

   d) IS-700 (http://training.fema.gov/EMIWeb/IS/is700a.asp);

   e) Local CERT volunteer course ("CERT Basic" course as of January 2011);

   f) IDHS CERT Train-the-Trainer course (or the CERT Train-the-Trainer course at the Emergency Management Institute, Emmitsburg, MD); and

   g) An adult education course in classroom facilitation skills.

2) EXPERIENCE: Each applicant to the IDHS State CERT Instructor course must provide documentation of professional experience in one or more of the following areas:

   a) Firefighter professional experience (must have all of the following):

      i) Must hold a current and valid Indiana Firefighter I certification;

      ii) Must have a minimum of two (2) years field experience in fire service operations;

      iii) Must have a current active emergency response role in an Indiana fire department;

      iv) Must have experience as a fire service instructor;

      v) Must have knowledge of search and rescue techniques including but not limited to cribbing, victim carries, structure search techniques, types of structure voids, and structure search marking techniques; and

      vi) Must have some knowledge of basic medical techniques related to triage and first aid.

b) Emergency medical professional experience (must have all of the following):

   i) Must hold a current and valid Indiana Emergency Medical Technician–Basic certification;

   ii) Must have a minimum of two (2) years field experience in emergency medical operations;

   iii) Must have a current active emergency response role in an Indiana emergency medical service

   iv) Must have experience as an emergency medical instructor;

   v) Must have knowledge of principles of triage, patient assessment, treatment of basic and life-threatening conditions, and disaster medical operations; and

   vi) Must have some knowledge of small fire suppression and search and rescue techniques.

c) Emergency management professional experience (must have all of the following):

   i) Must have completed the Emergency Management Institute Professional Development Series (http://training.fema.gov/IS/searchIS.asp?keywords=PDS);

   ii) Must have a minimum of two (2) years of experience in emergency management;

   iii) Must have a current active emergency response role in an Indiana emergency management agency;

   iv) Must have experience as an emergency management instructor;

   v) Must have knowledge of all-hazards disaster preparedness, Incident Command System, the role of CERT, and CERT organization and safety; and

   vi) Must have some knowledge of first aid and triage, small fire suppression, and search and rescue techniques.

d) Law enforcement professional experience (must have all of the following):

   i) Must have completed training in a state recognized law enforcement academy;

   ii) Must have a minimum of two (2) years of field experience in law enforcement;

   iii) Must be a current member of an Indiana law enforcement agency;

   iv) Must have experience as a law enforcement instructor;

v) Must have knowledge of terrorism, terrorism weapons, CBRNE indicators, preparing for terrorism, and the role of CERT in terrorist incidents; and

vi) Must have some knowledge of first aid and triage, small fire suppression, and search and rescue techniques.

e) Disaster mental health professional experience (must have all of the following):

i) Must have completed specialized training in individual crisis intervention, group crisis intervention, crisis peer support, and psychological first aid;

ii) Must have a minimum of two (2) years of experience providing disaster mental health care;

iii) Must have a current active emergency response role in an Indiana organization providing disaster mental health care;

iv) Must have experience as a disaster psychology instructor;

v) Must have knowledge of the psychological impact of disaster on rescuers and victims, and ways to build individual and CERT team resiliency; and

vi) Must have some knowledge of how emergency management and public safety services work in Indiana.

3) ADULT INSTRUCTION: Each applicant to the IDHS State CERT Instructor course must provide documentation of experience in adult instruction in both of the following areas:

a) A minimum of forty (40) hours of "platform" instruction; and

b) Experience as an instructor in a local CERT volunteer course ("CERT Basic" course as of January 2011).

4) REFERENCES: Each applicant to the IDHS State CERT Instructor course must submit references of their teaching abilities from both of the following:

a) The applicant's County Emergency Management Agency Director or County CERT Program Coordinator or County CERT Program Manager; and

b) An instructor with whom the applicant has taught fire, EMS, law enforcement, EMA, and/or disaster mental health courses.

APPLICATION PROCESS

The following steps should be followed by applicant to participate in the IDHS State CERT Instructor course:

- Review the instructor selection criteria to determine if you meet the qualifications.
- Submit a resume of your qualifications and experience to the IDHS CERT Program Manager.[1]
- Submit all required documentation of your qualifications and experience to the IDHS CERT Program Manager.[1]
- Submit an IDHS training application to the IDHS State CERT Instructor course.[2]
  - Upon receipt of the application, IDHS staff will review the application and notify the student of their status.
- Upon acceptance into the course, IDHS Admissions will send the student a course acceptance packet which will contain course logistics information.
- Upon successful completion of the IDHS State CERT Instructor course, participants will be qualified IDHS State CERT Instructors.

[1]Applicants may submit their resumes and all required documentation to the IDHS CERT Program Manager for initial vetting. The IDHS CERT Program Manager is Alan Scott (ascott@dhs.in.gov or fax to 317-234-0736). Applications may be mailed to 302 W. Washington St., Room E208, Indianapolis, IN 46204. Please put "Attn: Alan Scott, CERT TtT application" on the envelope for faster processing.

[2]The IDHS CERT Program Manager will maintain the approved State CERT Instructors list. The approved State CERT Instructors list will be posted on the IDHS website.